

DD/S

20-06-72  
DTR-4582

16 FEB 1970

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Director of SIPS Task Force

SUBJECT : Savings Through the Use of Computers

1. During a briefing last fall about activities in the Support Directorate, the Director asked me to produce a report showing what the Agency had saved by installing the several computer systems that we have throughout the organization. We have asked the Information Processing Board to assist in the collection of the necessary information from the other Directorates. In the Support Directorate we will have to rely on each of the Offices to give us the information we need. The Director of the SIPS Task Force may be able to suggest areas for consideration but only the using components can produce the data required.

2. The kind of information we need can be divided into three categories:

(a) Instances where we have actually saved positions and can show a reduction in strength by attrition or that the people were made available for assignment to other duties. To the extent possible the numbers saved and the programs to which they were assigned should be identified.

(b) Instances where we have been able to assume a heavier workload without increasing the numbers of people. For example, we know that when we put the payroll on the computer in 1960 we had a certain number of payroll clerks to pay a given number of employees. We should be able to show that we now pay several thousand more employees with the same or a lesser number of payroll clerks. Figures, of course, should be shown either precisely or in reasonable approximation.

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3) Instances where we are using computers to do things that we would otherwise be unable to do.

4. I have asked the DDS Information Processing Coordinator to consolidate the information collected from within the Support Directorate and the other Directorates into a single report for presentation to the Director. You are requested to furnish him the necessary information no later than 13 March 1970.



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R. L. Bannerman  
Deputy Director  
for Support

cc: Chairman, Information Processing Board

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DTR-643

MAR 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT: Savings Through the Use of Computers

REFERENCE: Memo to DTR dtd 16 Feb 70, from DDS,  
subj. same

1. The Office of Training submits the following information concerning Savings Through the Use of Computers:

a. Manpower savings - The Office of Training has realized little or no benefit in manpower savings to date. The personnel attrition which has occurred was not in the computer-related jobs. We foresee an ultimate saving of manpower in that more information and a more efficient presentation of the information will result from our Agency Training Record computer-based system. We could not now, nor in the future, supply the information by manual computation.

b. Workload benefits - The Office of Training does realize a savings in workload through the use of a Personnel Listings Run. The run is used to correct and update personnel data on course rosters. We are also able to quickly answer questions on Agency and external training courses taken by all personnel. The basis for training costs, school workload and component participation in training is supplied by statistics from the computer-based system.

c. Other benefits - The Office of Training, Admissions, Information and Records Branch is able to answer general queries on courses and attendees.

The listings are also distributed to the various Schools and instructors to give them the information on attendance in

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SUBJECT: Savings Through the Use of Computers

their courses and make meaningful comparisons possible.

2. None of the above benefits could be attained using a manual records system without an increase in manpower.

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HUGH T. CUNNINGHAM  
Director of Training

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